

Outlook Mailbox Delegation

Delegating the Mailbox

1. To delegate a mailbox for another user to access your e-mail, login at the delegating users computer.
2. From the Outlook menu, select Tools, Options, and then select the Delegates tab. From the Delegates tab screen, select the Add button (see Fig.1 below).

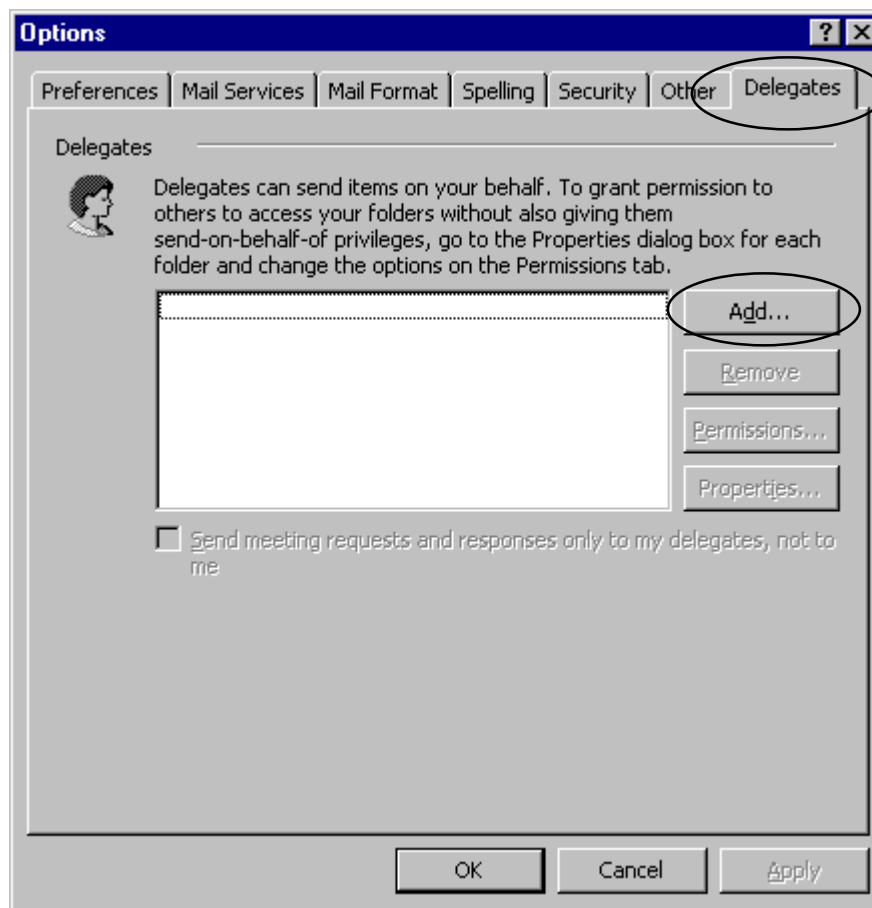


Fig. 1

The Global Address List will pop up (see Fig. 2 below). Select the delegate from that list.

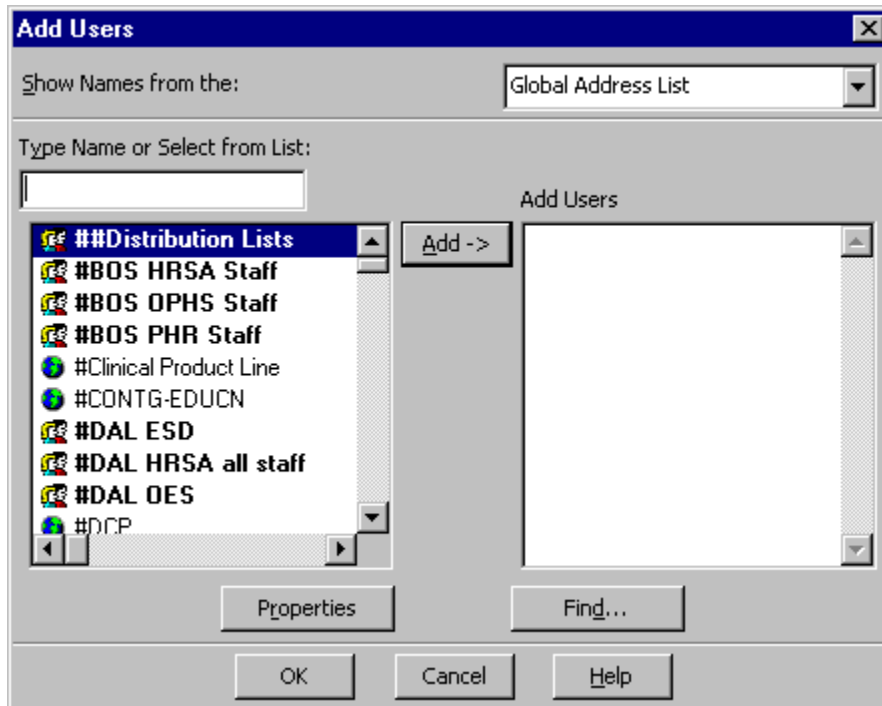


Fig. 2

After selecting the delegate from the GAL, select the Add button to place that person's name in the Add Users box. Finally select the OK button.

3. The Delegate Permissions screen will pop up (see Fig. 3 below). For each part of your Outlook account, select the kind of access you want the delegate to have.

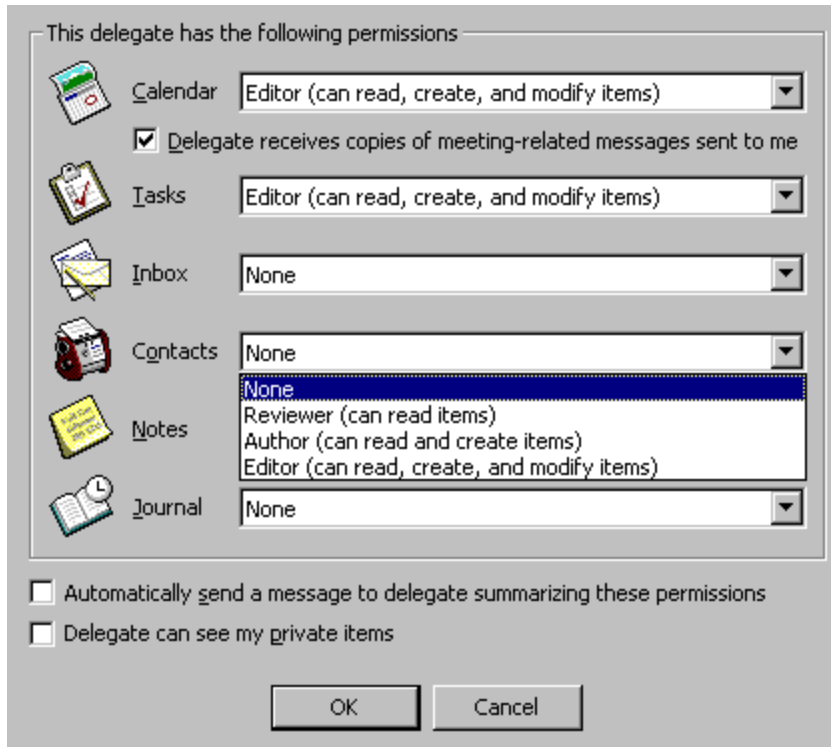


Fig. 3

For example, Editor can read, write and modify; this would allow the delegate all permissions.

Check *Automatically send a message to delegate summarizing these permissions* to send a message to the delegate informing him/her of the delegation.

Accessing the Delegated Outlook Account

1. At the delegates computer, log in to Outlook as delegate user.
2. To access delegated Outlook account, select File, Open, Other users folder, click name and select the delegated user's name (see Fig. 4).

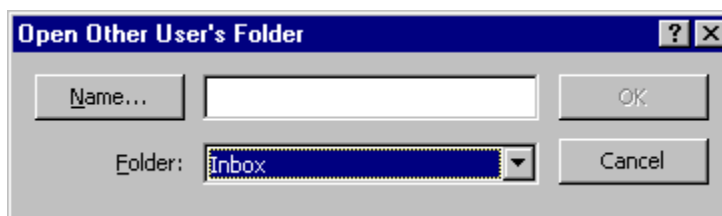


Fig. 4